**Date last modified/updated: ENTER DATE Internal audit:** Click here to enter a date.

**Who last modified/updated: ENTER NAME Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Identified the energy uses that consume the most energy within your boundaries.**
2. **Identified factors and persons that affect the energy consumption of identified energy uses.**
3. **Established selection criteria for identifying which of these energy uses should be a significant energy use (SEU).**
4. **Determine SEU energy performance based upon energy consumption and relevant variables as appropriate.**
5. **Review the SEU selection criteria as part of the SEU update process.**

EXAMPLE

1. Identify the energy uses that consume the most energy within your boundaries.
2. Identify factors and persons that affect the energy consumption of identified energy uses.

Complete columns 3 and 4 in the Energy Use table in the 50001 Ready Navigator Playbook Worksheet 8 -Energy Data Collection and Analysis.

1. Establish selection criteria for identifying which of these energy uses should be a significant energy use (SEU).

We have established criteria for determining SEUs.

Detail criteria below:

|  |
| --- |
| See tab 7\_SEUs on the Energy Mapping Template file.  Criteria scored to rank SEUs includes level of energy consumption and potential for improvement.  Top three were chosen to be SEUs. |

We have established methods for determining SEUs

Detail methods below:

|  |
| --- |
| See tab 6\_Two Key Pies and tab 7\_SEUs on the Energy Mapping Template file.  Also use benchmarking information for typical similar commercial sites. |

SEUs have been identified, along with current performance and associated responsible personnel

We have identified and listed these relevant variables in the table below:

1. Determine SEU energy performance based upon energy consumption and relevant variables as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEU Name** | **Criteria for Selection** | **Relevant Variable(s)** | **Current Energy Performance Estimate** | **Projected Energy consumption (2021)** | **Personnel responsible** |
| Building/ Equipment Cooling & Refrigeration | #1 Energy consumer and good opportunity for improvements | CDD  Relative Humidity | 1,501,025 MMBTU/year | 1,400,000 MMBTU/year | Jane Watts |
| Building / Water Heating | #2 Energy consumer and good opportunity for improvements | HDD | 1,271,315 MMBTU/year | 1,100,000 MMBTU/year | N.R. Gee |
| Lighting | #3 Energy consumer and excellent opportunity for improvements | Occupancy (potentially, not confirmed) | 363,151 MMBTU/year | 347,000 MMBTU/year | Andy Volta |

|  |  |  |
| --- | --- | --- |
|  | Date entered: | ENTER DATE |
|  | Who entered? | ENTER NAME |
|  | Who reviewed? | ENTER NAME |

1. Review the SEU selection criteria as part of the SEU update process.

We have established a procedure for continually reviewing relevant variables at regularly scheduled intervals, along with responsible personnel.

SITE is essentially like a good-sized city. Most of the energy loads are like those of commercial buildings of various types. Sub-metered energy data from the Central Energy Plants and Sandhills Utilities is used to predict site-wide heating and cooling loading. For other loads commercial segment benchmarking information is used. This process is completed within the Energy Mapping template.

Developed a system for monitoring performance of SEUs

We use the Energy Mapping template to monitor, update, review and verify SEU selection.

Assigned roles and responsibilities for monitoring SEUs

Energy Team Leader – Lead and oversee

REMs – Technical review of data and Energy Mapping Template

Central Energy Plant contractor: Honeywell – electrical and natural gas sub-metering data for central energy plants, and operation and maintenance of chillers and boilers

DPW HVAC Maintenance Techs – Operation and maintenance of chillers and boilers

Established a regular schedule for monitoring SEUs

Periodic review quarterly at Energy Team meetings

Full annual refresh and review using the Energy Mapping template

Top Management Review

|  |  |  |
| --- | --- | --- |
|  | Date reviewed: | Click here to enter a date. |
|  | Who reviewed? | Click here to enter text. |

Comments

Excel spreadsheet file for the Energy Mapping Template is key to this playbook.

|  |  |  |
| --- | --- | --- |
| **Document Owner:** | Enter NAME / TITLE of Owner |  |
| **Change Date:** | **Change Description:** | **Approval:** |
| Enter Issue Date | Initial draft issue for review | Owner Initials |
|  |  |  |
|  |  |  |
|  |  |  |